

~~SECRET~~  
SECURITY INFORMATION

Deputy Director of Training (Special) ~~CONFIDENTIAL~~ 19 August 1953

Chief, Basic Training Division

Weekly Activity Report # 33  
11 - 18 August 1953

I. NEW ACTIVITIES

None

II. OLD ACTIVITIES

b. On 14 August, the staff of Phase II devoted the entire day to a discussion with [ ] and Mr. Shaffer on the subject of Phase II evaluation forms and procedures. This discussion was focused on the question of what traits are observable, reportable, and significant. Further discussions will be necessary.

c. In response to an appeal from [ ] it has been decided to run an Administration Course from 8 to 18 September. This course will be concurrent with the Administrative Support Course scheduled for that period; however, [ ] and her staff feel sure that they can present both courses at the same time without too much strain. This is not recommended as a regular pattern, however.

d. Phase II, #3, began on 17 August with 75 students distributed as follows:

FI - 32	COMMO - 3
PP - 20	TSS - 3
PM - 10	SO - 2
OTR - 5	

e. The students entering Phase II were briefed at Headquarters on 12 August. According to a revised procedure originated at [ ] written instructions were passed out to the students and [ ] was present to answer questions. This procedure appeared to be quite satisfactory. Several students did not appear for the briefing and it is recommended that pressure be brought to bear in the future to insure that all students appear at the scheduled time.

~~SECRET~~ ~~CONFIDENTIAL~~

~~SECRET~~  
SECURITY INFORMATION

CONFIDENTIAL

III. PERSONNEL CHANGES

a. After five years of association with Basic Training, Mr. Shaffer is currently transferring his activities to the Advanced Training Division and has been holding a number of conferences with [redacted] regarding outstanding Basic Training problems preparatory to [redacted] assuming responsibility for the Basic Training Division. 25X1

b. [redacted] instructor in Phase III, submitted his resignation from the Agency to be effective as of 11 September. 25X1

c. [redacted] Chief Instructor, Phase II, concluded his tour of duty with TR(S) on 14 August. 25X1

ROBERT B. SHAFER

for [redacted]  
Chief, Basic Training Division 25X1

~~SECRET~~ CONFIDENTIAL